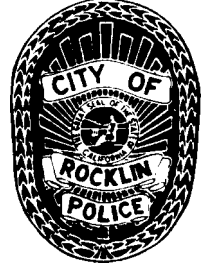


# **CITY OF ROCKLIN**

## **EMPLOYMENT OPPORTUNITY**



### **CODE ENFORCEMENT OFFICER**

#### ***Police Department***

#### ***(Part-Time)***

**\$17.81 Per Hour**

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***APPLICATION DEADLINE: September 5, 2003***

#### ***ABOUT THE POSITION***

The City of Rocklin is accepting applications from qualified individuals for the position of Code Enforcement Officer in the Police Department. This is a part-time position and does not offer benefits. The incumbent will work a flexible schedule consisting of 20 hours per week.

The primary focus of the position of Code Enforcement Officer will be to investigate and resolve issues of nuisance abatement, vehicle parking and storage issues, and conditions that affect the health and safety of the City. Through enforcement of municipal and state laws, ordinances, and codes, the Code Enforcement Officer will be expected to investigate reports of violations of laws relating to nuisances, illegal home occupations, dangerous structures, graffiti, debris, weeds, and inoperable and illegal vehicles; monitor sites for compliance; conduct follow-up investigations; and oversee abatement of violations.

#### ***QUALIFICATIONS***

Ideal candidates will have a combination of education and experience, which will provide the knowledge and abilities required to perform the tasks of the position. A typical way to obtain the knowledge and abilities would be:

- ◆ Equivalent to the completion of the 12th grade with advanced coursework or specialized training in code enforcement or a related field
- ◆ Three (3) years experience in code enforcement or related field in a public jurisdiction

#### ***LICENSES AND CERTIFICATES***

- ◆ Possession of a valid California POST Penal Code Section 832 Certificate
- ◆ Possession of certification as a Code Enforcement Officer from a recognized agency is desirable
- ◆ Possession of a valid California driver's license

Candidates should possess the following knowledge and abilities:

- ◆ Ability to investigate complaints regarding various violations by conducting on-site inspections
- ◆ Ability to prepare investigative reports and initiate procedures to obtain compliance
- ◆ Ability to meet with property owners to develop a plan to resolve violations in a fair, tactful, and firm manner
- ◆ Ability to monitor corrections to ensure conformance with codes and regulations
- ◆ Knowledge of principles, practices, methods, and techniques of code enforcement
- ◆ Knowledge of techniques used in effective interpersonal communication
- ◆ Ability to represent the City in a professional manner
- ◆ Knowledge of principles and practices of record keeping and report writing
- ◆ Ability to communicate clearly and concisely, both orally and in writing
- ◆ Excellent problem solving skills

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform site inspections; vision to read handwritten and printed material and a computer screen; color vision to inspect electrical wiring; hearing and speech to communicate in person and by telephone; smell to detect gas or sewage leaks; touch to determine hot and cold water fixtures; manual dexterity to operate calculators, cameras, computers, grasp tools, and inspect electrical devices; ability to lift and carry items weighing up to 30 pounds such as tools, files, books, or boxes of paper for distances up to 100 feet. Ability to safely operate a vehicle; and working in exposure to various weather conditions.

### **APPLICATION AND SCREENING PROCESS**

All applicants must complete a City of Rocklin employment application. The applicant has the responsibility to explain his/her qualifications fully and clearly. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process. Offers of employment are conditional subject to successful completion of a thorough background investigation and pre-employment medical and psychological exam and substance abuse screening. Applications must be submitted to the address below.

*The City of Rocklin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.*

The City of Rocklin – Human Resources Division  
3970 Rocklin Road  
Rocklin, CA 95677  
(916) 625-5050 (916) 625-5099 – fax  
Jobline: (916) 625-5060  
[www.ci.rocklin.ca.us](http://www.ci.rocklin.ca.us) **Visit for More Information**